Module 6 – Documenting Processes and Controls

Handout 1 – Basic Flowchart Example, Cut the Grass

Cut the Grass

Task: To create a flowchart for the "Cut the Grass" process.

Rules:

The "Cut the Grass" process flow should include the following:
- **Start and end points**
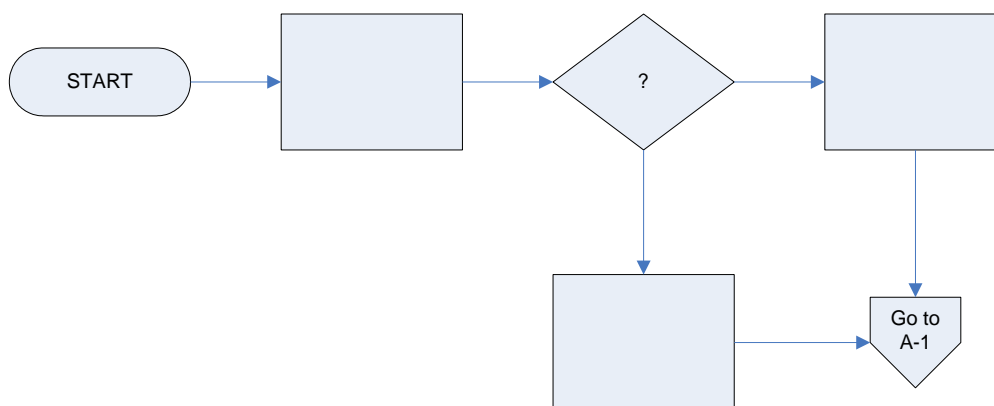- **Steps within the process**
- **Any decision points**

Objective 1:
- **Cut the grass in the next hour and keep the mower safe and in good working condition.**

Objective 2:
- **Can you identify the risks in Objective 1?**
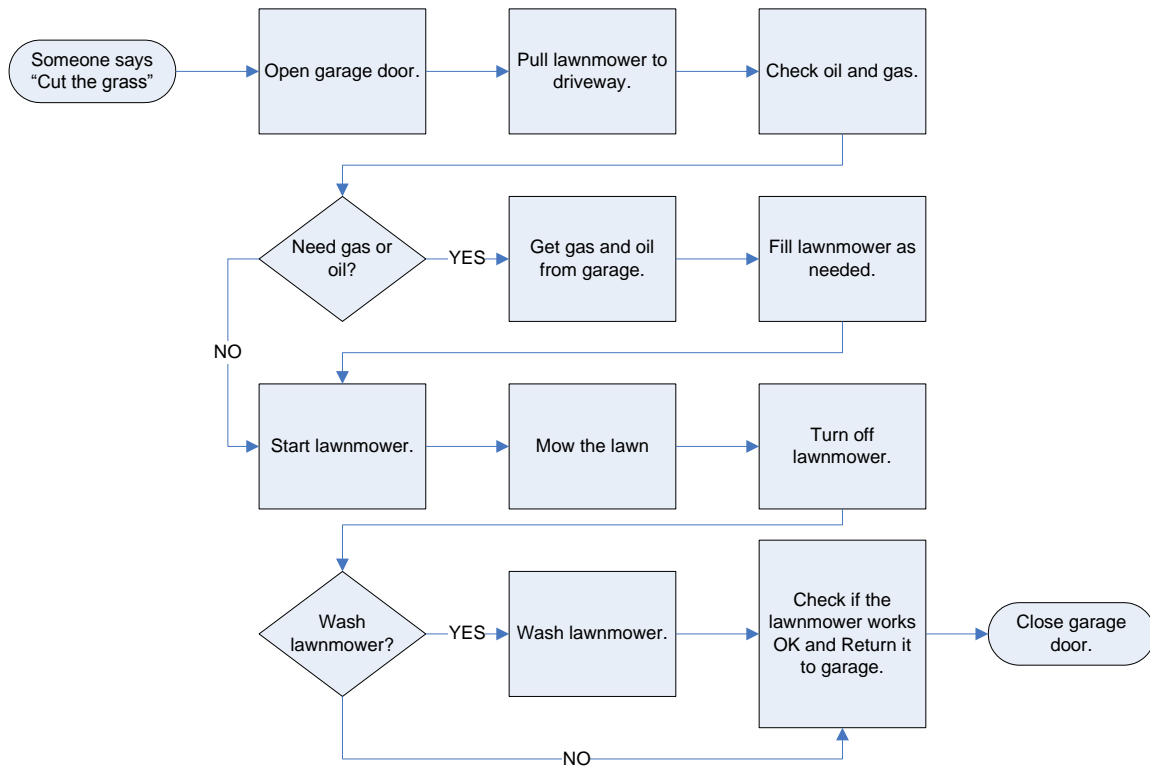- **Can you identify the controls that mitigate those risks?**

Example Template:

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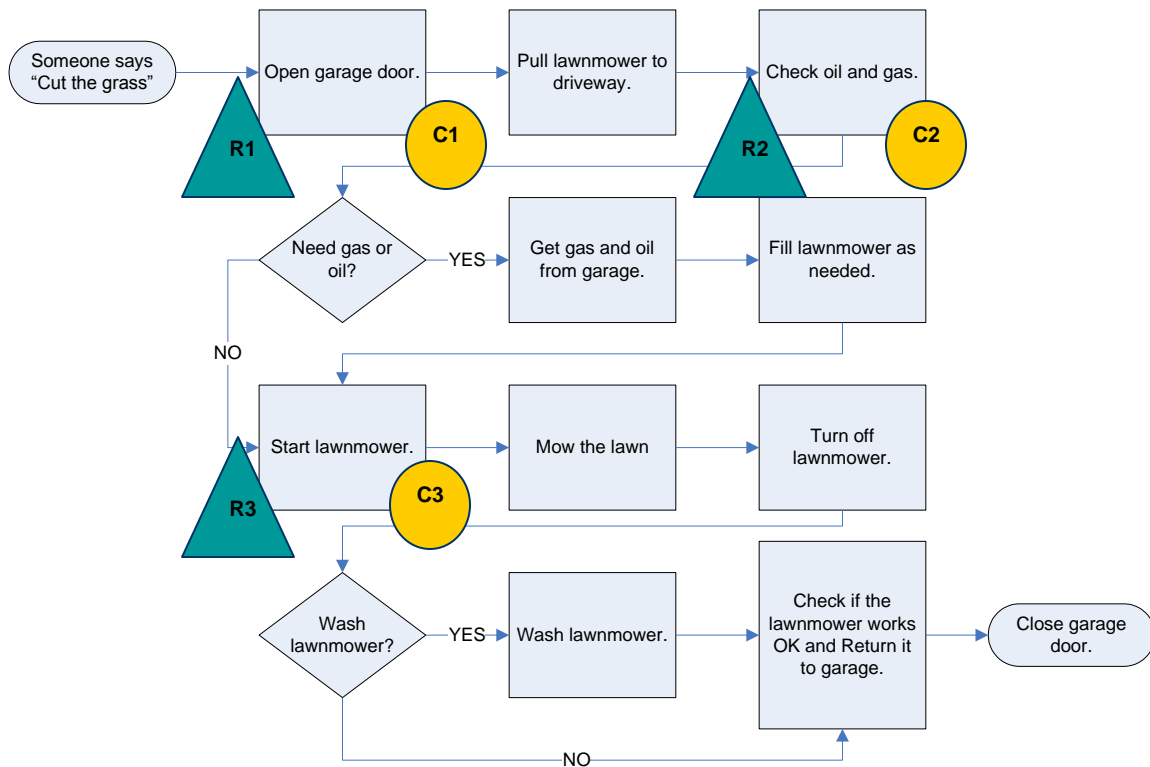
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Objective 1 - Solution:

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Objective 2 - Solution:

Risk 1: The lawn mower is not in the garage.
- **Control 1**: Lock your garage.

Risk 2: There is no oil or gas in the lawn mower.
- **Control 2**: Check the oil and gas before starting the lawn mower.

Risk 3: The lawn mower does not work.
- **Control 3**: Have a mechanic confirm its working condition.